

From: Woods, Michelle
Sent: Friday, March 09, 2012 4:09 PM
To: Berlin, Steve
Cc: Morcos, Johnny
Subject: Poetry Magazine

Steve-

Please be advised that I met with Poetry Magazine today to discuss installation of a mural along the Riverwalk for their centennial. They presented me with their centennial tote bag (approximately \$10 in value) and their last 3 issues valued at \$3.75 each.

I am sharing the poetry magazines with all Division of Engineering Employees.
Please let me know if further information is needed to comply with the ethics ordinance.

Have a great weekend.
Michelle